

## CHAPTER 1

# GENERAL ADMINISTRATION AND ORIENTATION

The basic organization of the Department of the Navy (DON) is very important to new members of the Navy. Knowing the organizational structure will help you understand the reasons for certain policies and procedures. The *Basic Military Requirements Training Manual* (BMR TRAMAN) provides the organizational breakdown and applicable explanations for the Navy. It also includes the basic organizational shipboard elements. The information provided in this chapter complements those organizations that are explained in the BMR. It is highly recommended that you thoroughly understand these organizations before reading the rest of this chapter. With this information you will be able to clearly see how the mission, establishment of the Dental Technician (DT) rating, Navy enlisted classifications, and the organization of the Dental Corps affect your role as a dedicated and professional Navy Dental Technician.

### MISSION

The DT rating has a twofold mission. Your primary function is to assist Navy dental officers in providing dental care to personnel of the uniformed services, active duty Navy and Marine Corps, and other persons authorized by law to receive dental treatment. The objective of this dental care is to prevent or remedy diseases, disabilities, and injuries of the teeth, jaws, and related structures, which may directly or indirectly interfere with the operational readiness and the performance of military duties. During combat, mass casualty, or emergency situations at sea or ashore, DTs must, when directed, integrate with medical personnel and perform paramedical assignments. This assistance will include, but not be limited to, aid in the care, treatment, and evacuation of mass casualties in combat or a disaster. Emergency care or treatment that you may provide will include artificial respiration, treatment of shock, control of hemorrhage, bandaging and splinting, cleansing and treatment of wounds, maintenance of patient airway, and preparation of casualties for movement. DTs in an emergency care scenario will be under the direct supervision of the cognizant Navy Medical Corps officer, if present.

Details of casualty care and emergencies are discussed in later chapters.

### ORGANIZATION

The Medical Department of the Navy is composed of the Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC), Nurse Corps (NC), the Hospital Corps (HC), and the Dental Technician (DT) rating. As members of the Navy Medical Department, Dental Technicians should be familiar with the responsibilities of the Chief of Bureau of Medicine and Surgery (BUMED).

### CHIEF OF BUREAU OF MEDICINE AND SURGERY

The Chief of BUMED is tasked with the responsibility of ensuring personnel and material readiness of shore activities as assigned by the Chief of Naval Operations (CNO). Other responsibilities include, but are not limited to; developing health care policy and providing primary and technical support of all shore-based treatment facilities and operating forces of the Navy and Marine Corps. The Chief of BUMED is located in Washington, DC, and reports to the CNO. Medical treatment facilities (MTFs) and dental treatment facilities (DTFs) throughout the Navy report to the responsible line commanders (RLCs) and BUMED.

### CHIEF OF THE DENTAL CORPS

The Chief of the Dental Corps works directly for the Chief of BUMED and develops, coordinates, evaluates, advises, monitors, and represents the Medical Department on policies, plans, and requirements affecting Navy dental officers. The Chief acts as the Medical Department's spokesperson for all dental professional matters relating to military and civilian counterparts.

### DIRECTOR OF MEDICAL DEPARTMENT ENLISTED PERSONNEL

The Director of Medical Department Enlisted Personnel is the principal advisor to the Chief of

BUMED on matters involving enlisted personnel assigned to Navy Medicine. As such, the mission of this office is to advise, assist, centralize, and coordinate policy development and guidance on dental technician matters. Such policies and guidance include career progression, training, distribution, advancement, and employment of DT personnel.

## **FORCE MASTER CHIEF OF BUMED**

The BUMED Force Master Chief is the principal enlisted advisor to the Chief of BUMED. He keeps the Surgeon General advised of existing or potential situations, procedures, and practices that affect the enlisted men and women (Dental Technicians, Hospital Corpsman, and deployable medical systems personnel [DEPMEDS]) of Navy Medicine. The Force Master Chief takes precedence over all other enlisted members within Navy Medicine.

## **NAVAL DENTAL CENTERS**

Naval dental centers (NAVDENCENs or NDCs) are established shore activities that are located throughout the world. They provide comprehensive dental services to Navy and Marine Corps personnel of the operating forces and shore activities, and other authorized personnel in the assigned geographic area as prescribed by title 10, U.S. Code, and other applicable directives. NDCs can be divided into three types based on size and function as shown in figure 1-1.

Naval dental centers will also:

- Ensure that all assigned military personnel are both aware of and properly trained for the performance of their contingency and wartime duties.
- Ensure that the clinic and its component facilities are maintained in a proper state of material and personnel readiness to fulfill wartime and contingency mission plans.
- Conduct appropriate education programs for assigned personnel to ensure both military and dental health. care standards of conduct and performance are achieved and maintained.
- Participate as essential elements of the Navy and Triservice Regional Health Care System.
- Cooperate with military and civilian authorities in matters pertaining to public health, local disasters, and other emergencies.

Dental Technicians must be able to recognize and know the chain of command where they work. All of the positions in figure 1-1 work together as a team to efficiently and, effectively operate a naval dental center.

## **Commanding Officer**

The commanding officer (CO) of a naval dental center will be a dental corps officer. The commanding officer is responsible for the professional care and services provided to patients in the clinic and for the safety and well-being of the entire command. The CO is also vested with complete military jurisdiction within the clinic and over those branch dental clinics under his authority.

## **Executive Officer**

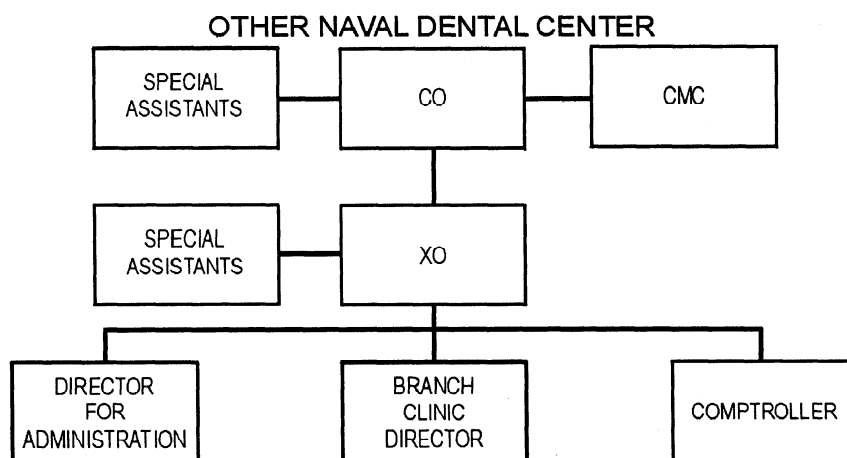
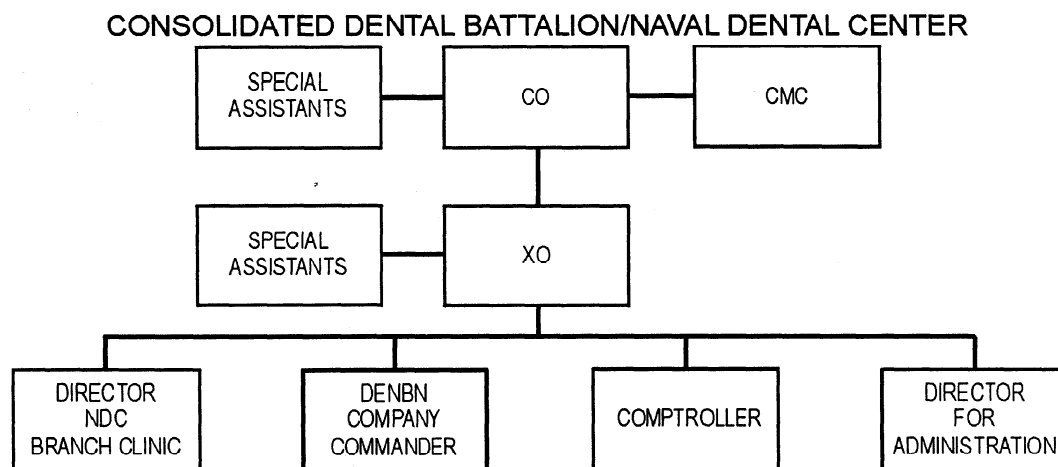
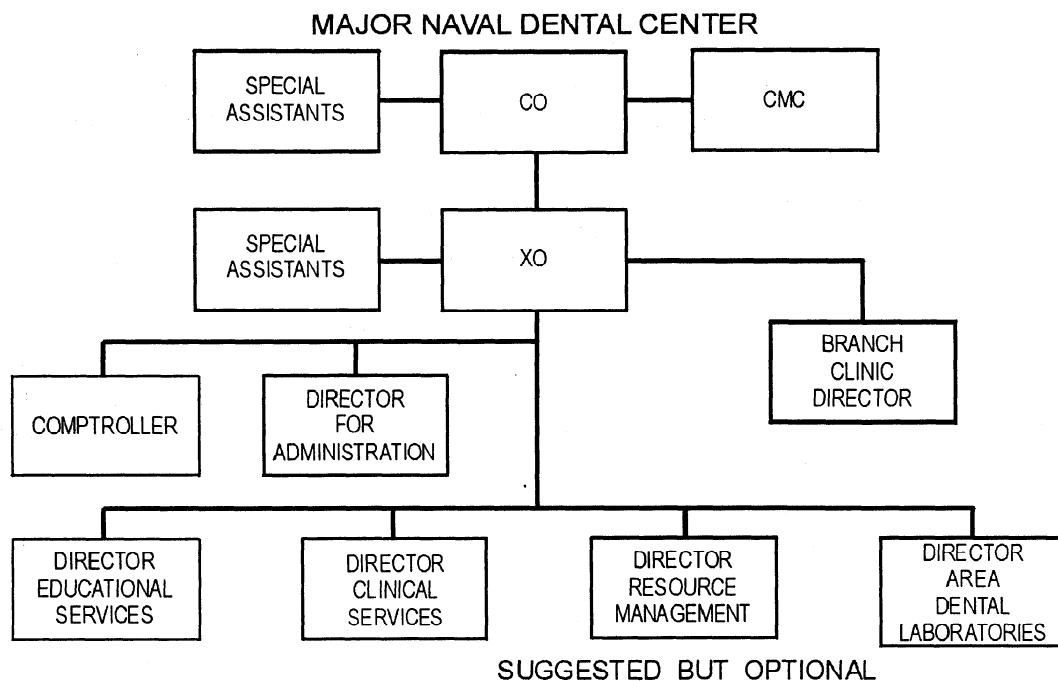
The executive officer (XO) of a naval dental center will be a dental corps officer. In the absence of the CO, the XO will assume command. The XO conforms to the policies and orders of the CO and must keep the CO informed of all significant matters pertaining to the command. The XO will be primarily responsible under the CO for the organization, performance of duty, operational readiness, provision of dental care services, training plan, and good order and discipline of the entire command.

## **Command Master Chief**

The command master chief (CM/C) is the senior enlisted adviser to the commanding officer for all matters relating to enlisted policy. The CM/C works with the executive officer in communicating and carrying out command policy. OPNAVINST 1306.2 broadly outlines the authority and responsibilities of the CM/C. General duties of the CM/C include maintaining and promoting effectiveness and efficiency of the chain of command. Serves as principal advisor to the commanding officer on all matters pertaining to welfare, health, job satisfaction, morale, utilization, training of enlisted personnel, and promoting good order and discipline.

## **Director for Dental Center Administration**

The director for dental center administration will be a medical service corps officer. The director is the principal staff advisor to the CO via the XO for the coordination and efficient operation of all functions relating to budget planning, supply, equipment,



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**Figure 1-1.—Organizational charts of three types of naval dental centers.**

material, manpower, civilian personnel matters, enlisted training, and the implementation of policy and standards pertaining to management functions.

### Director of Branch Dental Clinics

The director of a branch dental clinic is a dental officer who is the senior leader at each branch dental clinic. Each branch should have one director who is responsible for providing comprehensive, high quality outpatient oral health care to eligible beneficiaries. They are assigned by and are responsible to the commanding officer for the coordination of clinical and administrative services, via the executive officer. All orders issued by the director of a branch dental clinic will be regarded as proceeding from the commanding officer.

### ESTABLISHMENT OF THE DENTAL TECHNICIAN RATING

The DT rating was first established by the Secretary of the Navy on 12 December 1947. On 2 April 1948 the rating became effective, authorizing Dental Technicians to wear the dental rating badge. Dental Technicians and Hospital Corpsmen now make up Occupational Field XIV (14), Health Care. Figure 1-2 illustrates the dental rating badge.

DTs have earned an enviable reputation over the years. Past and present members of the DT rating have been, and continue to be, a responsive and dedicated force of professional men and women, integrally and loyally committed to operational readiness and the health and well-being of Navy and Marine Corps personnel, ashore and afloat, around the world. Your professional, technical, and contingency skills are and will continue to be an essential element in accomplishing the mission of the Navy Medical Department. The dental health care mission of the DT rating and the supportive services you provide can never be taken lightly, and are vital to the personnel you serve.

### ASSIGNMENTS

Basic Dental Assistants are assigned to assist dental officers in naval dental centers, naval hospitals, dental departments of ships and stations, naval mobile construction battalions (NMCBs), and Fleet Marine Force (FMF), and dental battalions and companies. Assignments to duty stations are made by the DT detailers and are made on the basis of billet structure,



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Figure 1-2.—Dental rating badge.

personnel qualifications, and the desires of each member. As a basic dental assistant, you will be qualified to perform numerous general duties.

### GENERAL DUTIES

Basic Dental Assistant's duties can vary depending on where you are assigned. You must always remember to remain flexible, meaning one day you could be a chairside assistant, assisting a dentist with patient care. Or you could be assigned to the front desk, preparing patients and dental records for dental treatment that day. Here are some of the duties of the DT rating that you must be qualified to perform:

- Assisting a dental officer in treating patients.
- Maintaining the central appointment desk, daily dental appointments, and dental office records.
- Preparing dental treatment records, including dental charts under the direction of dental officers.
- Performing oral prophylactic treatments (dental tooth polishing) and removing supragingival calculus (dental tartar above the gum line) under the supervision of a dental officer.
- Performing preventive dentistry treatments and instructing patients in oral hygiene under the supervision of a dental officer.

- Exposing, processing, and mounting dental radiographs (X-ray films) as prescribed by written or verbal order of a dental officer.
- Preparing dental materials and medications used in patient treatment.
- Sharpening, disinfecting, preparing, sterilizing instruments and equipment.
- Performing operator and preventive maintenance on dental equipment.
- Maintaining cleanliness of dental spaces.
- Rendering dental and medical aid to casualties of war or peacetime disasters.
- Performing such other duties in caring for dental patients and dental facilities as may be directed by those in authority.

The duties listed above are just a handful of assignments that you may perform. You may want to enhance your naval career by receiving additional training. Contact your career counselor if you have any questions regarding additional training. Next, we will discuss the different dental career paths you can take.

## NAVY ENLISTED CLASSIFICATIONS

The Navy Enlisted Classification (NEC) system is used to identify enlisted personnel with special skills, knowledge, or aptitude for filling billets and other management purposes. Enlisted dental personnel must be familiar with the *Manual of Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068.

### DENTAL TECHNICIAN NAVY ENLISTED CLASSIFICATIONS

Dental Technician NECs are used to identify personnel with special skills within the dental rating. All dental-related NECs are contained in the 8700 series. As a Dental Assistant, Basic, Class A school graduate you will receive a rating designator or a source rating of DT. Sometimes you might see the source rating of DT followed by quad zeros (for example, DT-0000). This is not an NEC, but is used when no entry or special NEC is assigned to your billet (job). The DT-0000 identifier is used by the Bureau of Naval Personnel (PERS-407, dental detailers) for job assignment identification and the Enlisted Personnel Management Center (EPMAC) for the functional placement of basic Dental Assistants to specific billets.

If you have an opportunity to be assigned with the Fleet Marine Force or a naval construction battalion, you will attend a Class C school and graduate with an NEC of DT-8707. This NEC is carried only when actually assigned to a billet with the FMF or NMCB. When you finish your tour and roll back to shore or a sea duty assignment, the NEC of DT-8707 will not be assigned. You still hold this NEC in inventory and can be activated again if serving with the FMF, NMCB, or in a billet that requires an NEC of 8707. Following is a description of the 8707 NEC.

- **DT-8707, Field Service Technician:** Assists dental officer in providing treatment in the field. Provides technical and administrative assistance to support the mission and functions of Navy and Marine Corps field units. Maintains organizational level of Authorized Dental Allowance Lists (ADALs). Prepares, reviews, and coordinates logistics requirements. Ensures the observance and the practice of field sanitary measures. Augments and assists medical personnel in providing emergency medical care to field or combat casualties to include assistance with medical evacuation procedures.

If you possess the necessary qualifications as listed in the *Catalog of Navy Training Courses* (CANTRAC), you may request specialized training at a Dental Technician, Class C School. Upon graduation you will be assigned an NEC in the 8700 series, which we will look at next. Specialized training is highly competitive and is available to dental personnel in the many areas of dentistry.

### CLOSED-LOOPED NECS

*Closed-looped* means that once you earn that NEC you will be assigned to that NEC and billet requirement. The following are closed-looped NECs that are currently available to basic Dental Technicians. Full descriptions for these NECs and requirements can be found in the *Enlisted Manpower and Personnel Occupational Standards and Classifications*, NAVPERS 18068.

- **DT-8703, Dental Administrative Technician:** Assists the dental officer in organizing and managing a dental clinic or facility. Performs advanced dental administrative, logistical, and financial duties. Provides technical assistance in organizing and conducting dental health education programs and enlisted training. Assists in planning and coordinating fleet (operational) medical and dental support.

- **DT-8708, Dental Hygienist:** An out-of-service 2-year accredited training program that produces an

Associate of Arts (AA) degree. Possesses knowledge and clinical competence required to provide current, comprehensive dental hygiene services under the direction and supervision of a dental officer. Dental hygiene includes but is not limited to: clinical infection control procedures; data gathering; exposing and processing radiographs; dental hygiene assessment and treatment planning; oral health education including health promotion, disease prevention, behavior modification and nutritional counseling; cleaning removable appliances and prostheses; polishing restorations; provision of therapeutic dental hygiene services including, but not limited to, periodontal scaling and root planning, application of pit and fissure sealants and anticariogenic agents (fluorides); application of chemotherapeutic agents; pain control and other patient services as identified by the dental officer.

- **DT-8732, Dental Equipment Repair Technician:** Handles the maintenance, repair, and installation of dental equipment and diagnostic devices. Monitors dental equipment safety programs. Provides technical advice and assistance for dental clinic or facility design, alteration, and equipage. Administers the Dental Equipment Maintenance and Repair Program.

- **DT-8752, Dental Laboratory Technician, Basic:** Performs basic and intermediate level prosthetic laboratory procedures. Fabricates and finishes dental prostheses such as complete dentures, removable partial dentures, and other prescribed protective and restorative intraoral appliances. Repairs, reconstructs, and relines dental prostheses. Conducts routine and prescribed equipment maintenance.

- **DT-8753, Dental Laboratory Technician, Advanced:** Performs and supervises procedures and techniques in the construction of complex and precision dental prostheses such as fixed partial dentures, porcelain fused to metal systems, dental ceramic arts, precision attachment prostheses, and the arrangement of artificial teeth for aesthetic, phonetic, and functional requirements. Coordinates technical and clinical applications and dental technology training.

- **DT-8765, Dental Laboratory Technician, Maxillofacial:** Assists the maxillofacial prosthodontist in the clinical and technical procedures required to fabricate prostheses and appliances for oral, craniofacial, and other anatomical defects. Constructs and finishes ocular, extraoral, intraoral, and somato prostheses of silicone and other related materials. Designs and constructs stone, metal, or silicone molds for prosthetic rehabilitation procedures. Performs other intermediate and advanced level prosthetic laboratory techniques and procedures as prescribed. Consults with and assists other medical and dental specialists in related disciplines.

- **DT-8783, Dental Surgical Technologist:** Assists dental officers in carrying out surgical techniques. Provides perioperative nursing care, safety, and support to patients before, during, and after surgery. Selects, sterilizes, and prepares instruments and materials in an aseptic environment necessary for surgery. Maintains surgical equipment and records. Assists with instruction, supervision, and evaluation of students and other DTs or HMs and assigned duties relating to maxillofacial surgery. Maintains dental central sterilization facilities in medical treatment facilities (MTFs), dental treatment facilities (DTFs), and operational units.